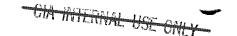
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## CENTRAL INTELLIGENCE AGENCY

## OFFICE OF CENTRAL REFERENCE

15 February 1962

MEMORANDIM FO	Æ:	Mr. Committee		ODD/I	Member,	Building	Planning		25X1
SUBJECT	\$	Additional	Space	Requiremen	ts for	Document	Division,	OCF.	

- 1. Rooms GH0909 and GH0915 occupied by the Non-CIA Cable Branch of the Cable Secretarist are being vacated shortly. This space consisting of some 1100 square feet is presently assigned to OBI but is needed by the Bocument Division in order to relieve an overcrowded condition in its large secure area.
- 2. The overcrowded condition is caused by lack of working space in its document handling operation and the need for a corridor down the length of the large room as explained in the attached study.
- 3. Room CHO909 is a secure area and Room CHO915 contains a tube station. In addition, both rooms are contiguous to the Document Division. For these reasons it is strongly recommended that they be reassigned to the Document Division.

PAUL A. BOREL Assistant Director Central Reference

<u>Attachment</u>	(	l) Overcrowded Condition in the Document Divis						
Analysis	of	Overcrowded	Condition	in	the	Document	Division	

25X1

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cc: Chief, Control Branch Chief, Admin Staff